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US 026-70

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24 July 1970

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Recommendations Regarding Production of OTR Training Films**

1. Various problems arose during production of the film "Foot Surveillance" which can be avoided in the future with better planning and sufficient time allotted for the entire cycle from initial discussion to final product. The points discussed herein are not listed in any order of priority.

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2. I recommend that the first discussions with [REDACTED] (if he is to handle the forthcoming films) should take place at least two months before shooting is to begin. Whatever tradecraft topic is to be treated, the OTR officer designated should begin by summarizing all of the general and specific teaching points in a form similar to that used in the foot surveillance film. A copy of such a summary is held by [REDACTED]. Together with the summary [REDACTED] should be given the appropriate paper from the Tradecraft Manual. He will also want suggestions as to possible story line. Two or three sessions with [REDACTED] will be required to clarify in his mind precisely what is wanted. He will then come up with a suggested script treatment. The treatment should be circulated to interested Agency components such as CI Staff [REDACTED] and various training offices for criticism and suggestions. This process will normally take up to two weeks. [REDACTED] can write the final script in another week or so based upon the approved treatment.

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3. It was at this point that the first of our problems arose in the foot surveillance film. We allotted insufficient time for casting and selection of locations. The exterior scenes, particularly, proved at times unsatisfactory and last minute changes in location had to be made, resulting in some compromise of quality. The OTR officer should have sufficient time available with

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██████████ to visit personally each location selected and ensure that they will be suitable for such things as lighting requirements, traffic patterns, story continuity, and security. For crucial scenes alternate locations should be pre-selected in case unforeseen factors render unsuitable the first choices. Several days of wondering around town will be necessary (we tried to do it in one day). 25X1A

4. If the next film is to be "Counter-Surveillance" I suggest that the same surveillance team be used since clearances for their participation in OTR films have already been obtained and on record and they have worked together as a surveillance team. Other casting requirements, if any, should be completely resolved at least two weeks prior to the beginning of shooting. Alternates should be selected in case of sickness or last minute unavailability and clearances obtained for them.

5. As to the actual shooting of the film, ██████████ schedule made it necessary for us to try to accomplish in three weeks what should have been given four weeks. As a result certain scenes had to be shot on certain days even though conditions were unfavorable. We should have had within the schedule three or four days open so that if necessary the shooting of certain scenes could be done again and again until completely satisfactory. 25X1A

6. ██████████ are completely capable of handling the actual production. However, ██████████ definitely must have an assistant cameraman throughout the shooting. We were forced in the foot surveillance film to use two assistant cameramen on contract but they were not available throughout the production, and ██████████ had to assist ██████████ in addition to his own responsibilities. ██████████ should be completely free to direct the film. The costs of the expanded shooting schedule in terms of ██████████ time and of the additional cameraman are not sufficiently high to deter us from producing the best possible film we can. 25X1A  
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7. Knowing nothing about the technical aspects, I nevertheless suggest that consideration be given to shooting interior scenes on video tape. I understand that this allows immediate review of the takes and is generally a more efficient technique.

8. If it is planned that these films be the forerunners of a series of training films on tradecraft subjects, if cutting, assembling, and editing are to be done in-house, OTR should consider the purchase of suitable editing equipment.

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